**Minutes of Regular Meeting of the Vinton Public Library Board**

**Wednesday, February 14, 2024, 5:00 p.m.**

**Vinton Public Library**

The meeting was called to order by Board Chair Jimmy Kelly at 4:59 p.m.

Roll Call was taken.

Board members in attendance: Whitney Bowen, Dave Gates, Ann Harrison, Jimmy Kelly (Board Chair), Jen Kreutner (Secretary), Michele Lash, Julie Piper, Matt Walston, and Matt Wilden. Library Director Kelly Henkle and intern Emily Johnson were also in attendance.

Motion to approve agenda by D. Gates. 2nd by M. Wilden. Motion carried 9-0.

Motion by M. Lash to approve consent agenda. 2nd by A. Harrison. Motion carried 9-0.

There were no public comments.

Friends of the Library Report was given by Director K. Henkle.

Board Continuing Education: Director K. Henkle gave an update on Iowa legislation concerning libraries.

Old Business:

* Motion by J. Kreutner to approve the bid by BoWood Company not to exceed $4,172.54 plus tax to install the Book Tower as designed with clear glass. 2nd by J. Piper. Motion carried 9-0.
* Director Henkle gave an update on the presentation of the FY25 Budget proposal to the City Council.
* Motion by A. Harrison to approve the VPL Home Delivery Service policy. 2nd by M. Wilden. Motion passed 9-0.

New Business:

* Motion by M. Lash to approve the VPL Collection Policy with the revised mission and vision statements. 2nd by W. Bowen. Motion carried 9-0.
* Motion by M. Wilden to approve the bid by Premier FE for the purchase of a Circulation Desk for the Children’s Librarian as well as children's seating and display shelving. 2nd by D. Gates. Motion carried 9-0.
* Motion by D. Gates to revise the library’s organizational chart to update changes of the Library Clerk positions to Circulation Manager and Library Assistant, and to place volunteers under the direct supervision of the Circulation Manager. 2nd by M. Lash. Motion passed 9-0.
* Motion by J. Piper to approve new operating hours as follows:

**Monday: 9 am-5 pm**

**Tuesday: 9 am-6 pm**

**Wednesday: 9 am-5 pm**

**Thursday: 9 am-8 pm**

**Friday: 9 am-4 pm**

**Saturday: 9 am-12 pm**

2nd by M. Wilden. Motion carried 9-0.

* Motion by A. Harrison to approve the listing of surplus equipment for sale (4 metal shelves, 1 round table, and 1 long desk) after the new equipment is installed. 2nd by W. Bowen. Motion carried 9-0.

Director’s Report given by K. Henkle.

Motion to adjourn by J. Kreutner. 2nd by M. Wilden. Motion carried unanimously. Meeting adjourned at 6:21 p.m.

Jennifer Kreutner

Secretary